



## Human Resources

DATE POSTED: **SEPTEMBER 22, 2006**

**REQ. # 06-253**

**NOTICE OF JOB OPENING  
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS  
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **09-22-2006** TO **09-29-2006**,  
but will remain open until filled.

DEPARTMENT/DIVISION
<b>COURT ADMINISTRATION</b>

POSITION AVAILABLE
<b>SENIOR STAFF ASSISTANT</b>

# OF OPENINGS
<b>1</b>

STARTING SALARY
<b>\$26,437.22/ANNUALLY</b>

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.



## **Nineteenth Judicial Circuit Job Opportunity Bulletin**

**Date:** September 22, 2006

**Closing Date:** Open until filled

**Position Title:** Senior Staff Assistant     **Salary:** \$26,437.22(Annually)  
(County funded)     \*Benefit Package Available

### **Distinguishing Characteristics of Work**

This is responsible work performing a variety of secretarial, administrative, fiscal, and clerical duties for a Deputy State Courts Administrator, Trial Court Administrator, or comparable non-judicial officer. The administrative secretary may be responsible for preparing court calendars, preparing purchase orders and obtaining bids, preparing travel and expense reimbursement requests, verifying court reporter vouchers, preparing job advertisements, advising new employees of court procedure and benefits, preparing new employee enrollment forms and personnel action request forms, maintaining attendance and leave records, locating interpreters, and typing and composing reports and correspondence using a word processor or personal computer. The administrative secretary may also assist the court administrator or chief judge in special projects such as surveys for court management studies, preparing statistical reports for case management studies, or coordinating training workshops for court staff. A variety of working relationships are established with state courts system personnel, judges and non-judicial officers, vendors, judicial assistants, and the general public. The administrative secretary works independently and must exercise discretion in dealing with confidential and sensitive information. Work is performed under limited supervision.

### **Education and Training Guidelines**

Graduation from a standard high school and four years of secretarial or staff experience one year of which was in a senior secretary or comparable position. A bachelor's degree from an accredited four year college or university may substitute for the recommended experience.

### **Knowledge, Skills, and Abilities**

Knowledge of and ability to use word processing applications. Knowledge of the rules of English grammar, spelling, and punctuation. Ability to type, compose, proofread, and edit correspondence and reports. Ability to use a calculator and compute basic mathematical and statistical functions such as percent and averages. Ability to communicate clearly and effectively. Ability to interact effectively with the general public. Ability to maintain confidentiality concerning sensitive information. Ability to work under pressure and meet deadlines. Ability to establish work priorities. Ability to work independently. Ability to plan, organize and complete special assignments with minimal supervision.

**How To Apply:**

Submit a resume and current and complete St. Lucie County application and verification of required education (i.e., copy of high school diploma, copy of college degree or college transcripts) to:

**Celeste Hartsfield,  
Human Resources Manager  
229 Courthouse Addition  
218 South Second Street  
Ft. Pierce, FL 34950  
Phone: (772) 462-2367**

**NOTE: This position may rotate throughout the Circuit.**

**\*Our agency conducts background and criminal investigations of all employees.**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**IF YOU NEED AN ACCOMMODATION TO PARTICIPATE IN THE APPLICATION/SELECTION PROCESS, PLEASE CONTACT CELESTE HARTSFIELD AT (772) 462-2367. PERSONS USING A TDD MAY CALL CELESTE HARTSFIELD THROUGH THE FLORIDA RELAY SERVICE AT 1-80**